



# DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

## Public Safety Services



M. J. "MIKE" FOSTER, JR.  
GOVERNOR

V. J. BELLA  
STATE FIRE MARSHAL

### MEMO

To: Employees of the Office of the State Fire Marshal Code Enforcement and Building Safety

From: V.J. Bella, State Fire Marshal *VJB*

Subject: After hours access of office facilities

Date: July 7, 1998

I have been to the office after-hours on several occasions, at night, on the weekends and during holidays and have found the office occupied by members of our staff. On some occasions these staff members have been working on the business of the office. On other occasions the office appears to be used for other purposes not related to fire marshal business. As you are aware, state equipment can only be used for state business. Our computers, fax machines and phones can only be used for state business. The office itself can only be used for state business.

You should be aware that when you are in the building, whether or not you are here for state business, the state would be liable if something were to happen to you. For this reason we must implement a policy which restricts access to the office except when on official duty. Any after hour occupancy of the office must be specifically authorized by the employees supervisor. The supervisor must be specifically aware of the times when employees are authorized after hour access of the office. The supervisor must keep a log of when after hour use has been authorized. The supervisor may at times be asked to provide documentation concerning after hour occupancy by employees under his the supervision.

This is not meant to imply that some incidental occupancy for the hour before and the hour after regular office hours is prohibited. I understand that at times it is necessary to work after hours to complete assignments without losing your train of thought. Such incidental occupancy will be allowed provided your supervisor has authorized your earning overtime or compensatory time.

jwj

6015.

"Is Yours Working" ??

Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806  
(504) 925-4911 1-800-256-5452

OFFICE USE (X) PER HOUR